

Plateau Learning

Reference Guide



Plateau LMS v 5.5



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Introduction

What is Plateau LMS?

The Plateau Learning Management System (LMS) is a software package that manages employee learning and training in your company. All employees have records in the LMS. Employees are called **Learners** in Plateau. You may be assigned learning or job-related activities to complete. As a Learner, you access Plateau LMS via the the Plateau Learning application to manage your learning efforts.

What Can You Do in Plateau Learning?

- View Assignments
- Register for Online Training
- Browse the Learning Catalog for courses you would like to or are required to complete.
- View Completed Learning

This is just a high-level list of some of the most frequently used features of Plateau LMS. There are many of tools and features that you may be required to use. Read the Table of Contents for a complete list of functionality provided in the LMS.



Logging In

If your organization uses Single Sign On, you will not see this login screen.

Logging In

1. In the **User Name** text box, enter the User Name provided to you by your organization.

The User Name is case-sensitive. Be careful not to include any spaces before or after your User Name; spaces are counted as characters.

2. In the **Password** text box, enter the password provided to you by your organization.

The password is case-sensitive. After logging in, be sure to change the password from the default so no one else can access your account!

3. Click on the **Submit** button.

Forgetting Your Password

On the login screen, click on the **click here** link to have your password emailed to you.

You need to know your User Name.

What if I forgot my password?

If you forgot your password, [click here](#) to have it emailed to you. You will need your User Name and access to your email account to retrieve your Password.



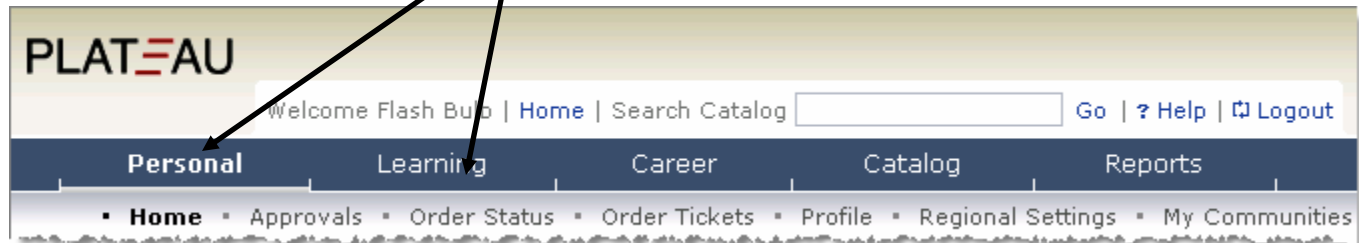
Learner Account Locked

If you receive a message that your account has been locked, it means that you have exceeded the maximum number of login tries designated by your organization. You need to contact a Plateau Administration User to have your account unlocked or contact the Online Help Desk.



Navigation

The contents of Plateau Learning are divided into functional sections. These sections are the menu options in the top menu bar.



When you roll your mouse over a top menu option, its submenu displays in the menu bar beneath the top menu.

You may see all or some of the menu options based on your organization's implementation. Additionally, your organization may have customized the logo and/or colors of the interface.

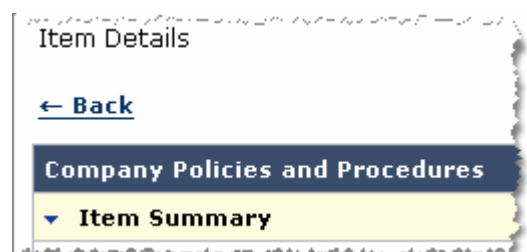
Using Submenus

1. Click on a **top menu** option to open the submenu.
2. Click on a **submenu option** to open the section.

Navigating To Previous Screens

Back Button

You cannot use your browser's Back button to return to a previous screen. If you do, you will get an error and need to start over. Instead, you can use the **←Back** link on some pages.



Breadcrumbs

Some pages contain **Breadcrumbs**. A breadcrumb is a path that shows you the pages you passed through on your way to the current page. Some Breadcrumbs are active links you can click on to navigate back to a previous screen.



In the example on the left, we are on the page used to add a New Topic to a Community. To return to




the Community page listing all topics, we would click on the second link. To return to the main Communities page, we would click on the Communities link.

Sorting Displayed Data

Data is often displayed in tables. In these tables, you can sort by some columns in the table, and choose ascending or descending order.

Below is an example of the Learning History table. This is the history of all learning events that you have completed or attempted to complete.

- The Learning History below is currently sorted by the Completion Date. This is evident by the yellow highlight.
- The ▼ indicates it is sorted in descending order.
- To change the sort order to ascending, click on the Completion Date column header. The arrow will change to ▲, and immediately re-sort the page contents.
- You can change the sort column to any column over which the mouse pointer turns into a hand . In this case, the Title is the only other sort column.

Learning History			
Title	Completion Date ▼	Status	Action
Module 1: Fundamentals of Data Science	2025-10-27 10:30 AM	Completed	View Details



Filtering Displayed Data

Some pages have drop-down menu filter. You can use the drop-down menu to filter which items are displayed to you. Your filtering options will vary depending on which page you are viewing. The example below is using the Learning Plan filter.



Using Help

The Help feature of Plateau Learning is a good resource if you're not sure how to complete a task, define a term, or locate a feature.

There are two kinds of help:

- General Help

The Help button contains helpful information on every area of the Plateau Learning application.

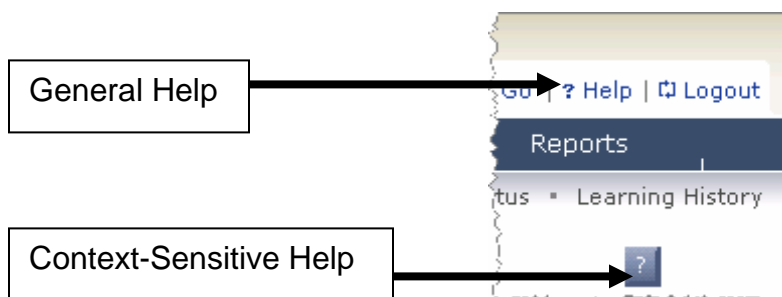
You can use the help in four ways:



- » **Contents:** Click on the topic pertaining to your question
- » **Index:** Keyword search using pre-existing keywords
- » **Search:** Open search
- » **Glossary:** Definitions for keywords and functions

- Context-Sensitive Help

Click on the question mark button to view Help topics that are specific to the page you are viewing.





My Item Assignments

You, Plateau Administration Users, your Supervisor(s) may assign learning needs and training requirements. Each assignment is called an **Item**. Assignments are displayed on your **Learning Plan**. Think of your Learning Plan as a To-Do list.

Viewing My Item Assignments

Select **Learning** → **Learning Plan** in the top menu.



The Learning Plan contains all of the learning needs and training requirements that have been assigned to you. You can perform some basic actions from your Learning Plan. Read the Actions column in the table on the next page to view some of these actions.

Sort

Click to sort by Title or Required By, in ascending or descending order (the arrow indicates which order is being displayed).

Filter

Filter by Required Date (deadline). Options include 30 days, 60 days, 90 days, and All.

[Expand All] [Collapse All]

Learning Plan				Required: All	
Title	Type	Required By ▲	Status	Action	Remove
▶ New Employee Orientation		🔴 Apr/11/2005	Must be registered	Register	
▶ Company Policies and Procedures		Apr/30/2005			
▶ Company Procedures and Policies		May/5/2005	Available	Launch content	
▶ New Employee Orientation		May/5/2005	Must be registered	Request Schedule	
▶ Overview & Orientation		May/5/2005	Must be registered	Request Schedule Access Community	

Records per Page 5 Page: 1 2 «Previous | Next»

Change # of Records Displayed

Go to Page

Next/Previous Page



Understanding the Learning Plan

The table below describes each column of the Learning Plan.

Title	Required By	Status	Action
<p>▶ Click to access basic information about the Item, including:</p> <ul style="list-style-type: none"> Item Key (Item Type and ID) Item Revision (version) Description <p>Company Policies and Procedures</p> <p>The Item title is a link. Click to open a detailed view of the Item record, including:</p> <ul style="list-style-type: none"> Assignment Information Item Details Prerequisites Substitutes Related Documents 	<p>❗ Apr/11/2005</p> <p>An orange date with an exclamation point indicates an overdue assignment.</p> <p>A black date indicates the future Required Date (deadline).</p>	<p>Indicates your status or requirements to complete the Item.</p> <p><i>(See the chart on the next page)</i></p>	<p>Register</p> <p>The available Actions will vary depending on your status. Possible Actions are:</p> <ul style="list-style-type: none"> Remove From Plan Available if Item was self-assigned. Request Schedule Available if instructor-led, and there are no Scheduled Offerings available. Launch Content Available if online content exists and is available at that time (some content can be scheduled for specific times, and require enrollment in a Scheduled Offering). View Registration Available if you are registered for a Scheduled Offering. Register You are not enrolled and there are Scheduled Offerings you can register for. Access Community If a Community exists for the Item, open the Community. Join Virtual Session The Item is a Virtual Learning Session (ie Centra, WebEx, LiveMeeting), and is currently in session.

Once an assigned Item has been successfully completed, the Learning Event is saved in the Learning History, and the Item will be removed from the Learning Plan. If an Item remains on your Learning Plan after you complete it, check the Required Date. Some Items may require that you complete them on a regular interval, therefore they will not be removed from your Learning Plan.



The Title of an Item on the Learning Plan and the Catalog is a clickable link. Click on this link to open the Item Details.



The Item Details display:

- **Assignment Information** – who assigned the Item, when it was assigned, and when it is due.
- **Item Details** – Delivery method, length, contact person
- **Prerequisites** – What Items must be completed before you can take the Item. From this section you can add the Prerequisite Items to your Learning Plan.
- **Substitutes** – Which Items can be taken in place of the Item you are viewing.
- **Related Documents** – Click on the Documents listed to open the file. Related Documents can include pre-work, class readings, and additional information (see *image below*).

Replace Light Bulb - Job Aid	
▶	Item Summary
▶	Assignment Information
▶	Subject Areas (1 Found)
▶	Prerequisites (0 Found)
▶	Substitutes (0 Found)
▶	Competencies (0 Found)
▼	Related Documents
Title	
Replace Light Bulb - Job Aid	



Assigning Items to Your Learning Plan

You can assign Items to your Learning Plan using the Catalog. You have the option to remove any self-assigned Item from your Learning Plan.

1. Select **Catalog** → *Search Method* from the top menu bar.
(see the *Using the Catalog* section for explanation about searching)
2. Click on the **Add to Learning Plan** button in the Action column.

Catalog Search Results				
Title ▲	Type	Price (\$)	Status	Action
▶ Basic Electronics		--	Already On Plan	
History of the Light Bulb ✓		0.00	--	Add to Learning Plan



Viewing Grouped Item Assignments (Curricula)

Some Items are meaningfully grouped so that they can be assigned and tracked as a single unit. These groups of Items are called **Curricula**. Curricula can only be assigned by an administrator; you cannot self-assign them. While the Items appear on the Learning Plan, you can view which ones are part of curricula by looking at your Curriculum Status page. Your status page displays your status for completion of the Curricula you have been assigned.

Select **Learning** → **Curriculum Status** from the top menu bar.

Sort
Click to sort by Title or Next Action Date, in ascending or descending order (the arrow indicates which order is being displayed).

Curriculum Title	Next Action Date
<div data-bbox="280 842 305 867" style="display: inline-block; width: 10px; height: 10px; background-color: blue; vertical-align: middle; margin-right: 5px;"></div> General Employee Orientation	<div data-bbox="922 842 946 867" style="display: inline-block; width: 15px; height: 15px; border: 1px solid blue; vertical-align: middle; margin-right: 5px;"></div> Mar/1/2006
Building Access and Emergency Preparedness	<div data-bbox="922 900 946 926" style="display: inline-block; width: 15px; height: 15px; border: 1px solid green; vertical-align: middle; margin-right: 5px;"></div> <div data-bbox="987 900 1011 926" style="display: inline-block; width: 10px; height: 10px; background-color: orange; vertical-align: middle; margin-right: 5px;"></div> Mar/1/2006
<div data-bbox="280 980 305 1005" style="display: inline-block; width: 10px; height: 10px; background-color: blue; vertical-align: middle; margin-right: 5px;"></div> New Employee Orientation	<div data-bbox="922 980 946 1005" style="display: inline-block; width: 15px; height: 15px; border: 1px solid blue; vertical-align: middle; margin-right: 5px;"></div>

View Items in the Curriculum
Click on the Title to display a list of the Items that are members of the Curriculum, their Required Dates, and their Completion Statuses. These are the same Items displayed on your Learning Plan, only now you can see to what Curricula they are assigned.

Curriculum Completion Status
Each folder represents a Curriculum. Completed Curricula are indicated with a green checkmark.

View SubCurricula
Some Curricula can contain other Curricula called SubCurricula. Click on the ▶ to expand and view the SubCurricula.



Using the Catalog

The Catalog contains all of the Items and Scheduled Offerings that your organization has made available to you for self-assignment. You can use the Catalog to locate Items and Scheduled Offerings, assign Items to your Learning Plan, launch Online Items, and Register for Scheduled Offerings.

Select **Catalog** → **Search Method** (see list below) from the top menu bar.

You can search the catalog four ways:

- Browse Catalog
- Calendar of Offerings
- Simple Catalog Search
- Advanced Catalog Search

Browse Catalog

You can browse the Items in the Catalog by Subject Area. Each Item is assigned to one or more Subject Areas. Clicking on a Subject Area will display all Items in the Catalog assigned to that Subject Area.

Subject Area Menu	Items
[Expand All] [Collapse All]	Energy (3)
Company Policies (2)	Aug/31/2005 09:00 AM America/New York Regional Training Center - 0/25 0.00
Computer and Network Hardware (1)	
Concern for Quality (1)	
Energy (3)	Intermediate Electronics Description : This course will cover circuits and transistors in depth - using hands-on labs and lecture. Requ Cost: -- Length: 40.00 User Rating: N/A Status: Already On
Environmental Health and Safety (1)	
Hiring and Staffing (2)	
Human Resources (2)	
▶ Library Items (2)	Replace Light Bulb - Job Aid Description : Add to L Cost: 0.00 Length: User Rating: N/A Status: --
Technology (2)	

Subject Areas can be hierarchical. Click on the ▶ to expand the Subject Area to display the child Subject Areas.



Simple Catalog Search

Plateau LMS will search for the keywords in the Title and Description fields of the Items in the Catalog. Leave the keywords blank to display all Items in the Catalog. You can further filter the search based on Item Classification – Instructor-Led, Online, and Other.

Keyword Search

Enter Keywords to search the Item Title and the Item Description fields.

Keywords:

☒ Instructor-Led
 ☒ Online
 ☐ Other (Select one or more)

Search

Instructor-led

Items that can be scheduled, usually delivered by one or more instructors. This Item can also contain online content.

Online

Item contains online content only, is completely self-paced (not scheduled).

Other

Item must be completed outside of the LMS, such as reading a book or watching a video.



Advanced Catalog Search

Plateau LMS will search the Catalog for Items that meet all of the criteria entered on this page.

Keywords

Title: Contains

Description: Contains

Subject Area: Contains

Delivery Method: Contains

Source: Contains

ID: Contains

Search Options

Search for: ☒ Items ☐ Offerings

☒ Instructor-Led
 ☒ Online
 ☐ Other (Select one or more)

Use the dropdown box to specify how the LMS should use the keywords.

Select the type of Item or Scheduled Offering you are looking for.

Enter one or more criteria to find your Item.



My Registrations

Registering from the Catalog

You can register for a Scheduled Offering from the Catalog if the Item is not already on your Learning Plan. If the Item is on your Learning Plan, you must register from your Learning Plan.

1. Search for the Item you wish to register for (*For instructions on searching, read the Using the Catalog section*).
2. Locate the Item in the search results.

Items that have Scheduled Offerings available have a ▶ next to the title.

3. Click on ▶ to display the Scheduled Offerings.

Catalog Search Results				
Title ▲	Type	Price (\$)	Status	Action
▼ Basic Electronics	Ⓐ	--	Already On Plan	
Start Date/Time	Facility & Location		Price (\$)	Action
Jun/30/2005 09:00 AM America/New York	Regional Training Center -		0.00	Register
Aug/31/2005 09:00 AM America/New York	Regional Training Center -		0.00	Register



Launching Online Content

Some Items may be completely online, or contain some online content. Online content is any content you can launch using your computer. For example, Microsoft Word documents, Adobe Acrobat documents, web pages, or PowerPoint presentations.

From the Learning Plan OR the Catalog:

1. Click on the  button in the Actions column.

[Expand All] [Collapse All]

Learning Plan				Required:	Next 30 Days
Title	Type	Required By	Status	Action	Remove
▶ New Employee Orientation		Apr/11/2005	Must be registered		
▶ Company Policies and Procedures		Apr/30/2005			
▶ Company Procedures and Policies		May/5/2005	Available		

2. Click on a [link](#) to launch the content. The content will open in a new window.

Online Content Structure		
The sub-objects need to be completed in sequential order		
Content Structure	Status	Completion Date
Lesson 1: CPR		
Lesson 2: Fire Safety		
Lesson 3: Ergonomics		
Lesson 4: Assessing Risk		
Lesson 5: Communicating Information		

Plateau Learning will automatically record your completion.



Viewing My Learning History

Any time you attempt completion or successfully complete an assigned Component, a learning event must get recorded. The learning event is a record of the date and time of your attempt to complete the learning, the completion status, the Item ID and Title, the instructor and grade, if applicable.

Select **Learning** → **Learning History** from the top men bar.

Click on the Item **Title** to view a complete description of the Item.

Completion Date and Time

Completion Status
The status assigned to your learning event.

Learning History			
Title	Completion Date ▾	Status	Action
Workplace Safety	Apr/11/2005 09:16 PM America/New York	Online Course Passed	Review Online Structure Print Completion Certificate
Building Access Policies and Procedures	Apr/5/2005 02:38 PM America/New York	Read or Viewed	Print Completion Certificate
Emergency Evacuation	Mar/21/2005 02:37 PM	Completed	Print Completion Certificate

Print Completion Certificate
You can print your own certificate of completion for any Item you successfully completed.



My Personal Settings

When you login to Plateau Learning, Plateau LMS displays information to you based on your Learner Profile. Your profile includes your preferred language, your time zone, and your preferences for date and time display. You can also configure the display mode.

Changing My Display Preferences

Text and Number Display

You can change the way Plateau Learning displays text (language), date and time formats, and time zones.

Select **Personal** → **Regional Settings** in the top menu bar.

Editing the Language

Plateau Learning is available in many languages. If your organization installed additional languages, then you can edit the language in which Plateau Learning is displayed. Changing the language will change the application's interface, including menu items, names of fields, and instructional text. This will not translate the displayed data, such as your assignments on your Learning Plan, Learning History, or Items in the Catalog.

1. Click the **Select** link next to the **Active Locale ID** field.
2. Select a **Locale**.

Languages are assigned using Locales. Once a Locale is selected, time and date formatting options display on the bottom of the page.

Select a Locale and Time Zone

* = Required Fields

* Active Locale ID: [Select](#)

* Time Zone ID: [Select](#)

☒ Always display Schedule Offerings in this Time Zone

[Apply Changes](#) [Reset](#)



Editing the Time Zone

Plateau Learning calculates all times and displays them in your time zone.

Example:

If you are assigned the EST (Eastern Standard Time) time zone, and you are registered for a class that takes place at 9:00 AM in California (PST Pacific Standard Time), your registration information would say that you have class in California at 12:00 PM EST.

1. In the **Time Zone ID** field, enter the standard abbreviation for your Time Zone, such as EST (Eastern Standard Time), and click on the **Apply Changes** button. If you do not know your Time Zone ID, proceed to step 2, otherwise, skip to step 5.

Select a Locale and Time Zone

* = Required Fields

* Active Locale ID: English
[Select](#)

* Time Zone ID: America/New_York
[Select](#)

☒ Always display Schedule Offerings in this Time Zone

[Apply Changes](#) [Reset](#)

2. Click on the **Select** link next to the **Time Zone ID** text box.
3. Click on the **Search** button to view all available Time Zones.

Leaving the search criteria fields blank submits an unfiltered search; all Time Zones will be returned in the search results.

4. Click the **Select** link next to your Time Zone selection.
5. Click on the **Apply Changes** button.



Editing the Time/Date Formats

Time, date, and number formats are important. They dictate the way you will view data in Plateau Learning, and the format you are required to use when you enter data. You might want to change these based on your own preferences, such as viewing time in 24-hour time versus 12-hour time.

1. For each **Pattern**, use the dropdown to select the way you want to view and enter that data type.
2. Click on the **Apply Changes** button.

Update the Locale Format Options

* = Required Fields

* Date Pattern ID:	MMM/d/yyyy(MMM/d/yyyy)
* Time Pattern ID:	hh:mm aaa(hh:mm aaa)
* Integer Pattern ID:	Long_01(1,000.00)
* Decimal Pattern ID:	Double_01(0.0)
* Currency Pattern ID:	Currency_01(00.00)
* Percentage Pattern ID:	Percentage_01(0.0)

The Pattern IDs are listed in the drop-down menus, and the formats are shown in parenthesis.

Example:

Date Pattern: MM/DD/YYYY

Display in Plateau Learning: 01/01/2005 (an example for January 1, 2005)

If you are required to enter a date, you will need to enter it the same way, 01/01/2005.



Changing My Password

You should change your password on a regular basis to prevent other people from logging in to your account. Your organization may enforce specific password procedures and schedules.

1. Select **Personal** → **Profile** in the top menu bar.
2. Scroll down the page until you see the Password link.
3. Click on the **Password** link

A screenshot of a web form showing two input fields. The first field is labeled 'Password:' in blue text and contains a series of asterisks. The second field is labeled 'PIN:' in blue text and also contains a series of asterisks.

4. Enter the old password in the **Enter your old password** text box.
5. Enter the new password in the **Enter your new password** text box.
6. Enter the new password again in the **Verify your new password** text box.
7. Click on the **Apply Changes** button.

A screenshot of a web form titled 'Change Your Password' in a dark blue header. Below the header, there are three text input fields. The first field is labeled 'Enter your old password:', the second is labeled 'Enter your new password:', and the third is labeled 'Verify your new password:'. Each label is in a dark grey font.